

THE WOODLANDS TOWNSHIP

Board of Directors

WORKSHOP MEETING

July 19, 2012

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on July 19, 2012, posted to begin at 7:30 a.m. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

Vice Chairman:

Peggy Hausman

Secretary:

Ed Robb

Treasurer:

Gordy Bunch

Directors:

Mike Bass

Nelda Luce Blair

Jeff Long

President/General Manager

Don Norrell

Staff/Advisors:

Alan Benson

Kim Cogburn

Mary Connell

Karen Dempsey

Taunya Jacques

Miles McKinney

Mike Page

John Powers

Daniel Ringold

Monique Sharp

Bret Strong

Susan Welbes

Renee Williford

Nick Wolda

Note: Vice Chairman Hausman presided as Chair.

1. Pledge of Allegiance;

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Vice Chairman Hausman led the Pledge of Allegiance to the United States flag and Texas State flag.

2. Call meeting to order;

Vice Chairman Hausman called the meeting to order at 7:34 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present, excluding Chairman Tough and Secretary Robb. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

Director Bass requested that the Board discuss items 6(b), 19 and 21 at the same time. Director Bass also requested that the Board discuss items 6(e) and 20 at the same time.

Motion by: Mike Bass moved to adopt the agenda as presented with the above changes.

Second by: Nelda Luce Blair

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

4. Recognize public officials;

Vice Chairman Hausman recognized the following individuals:

- **James Noack**-Republican candidate for Montgomery County Commissioner, Precinct 3
- **Former Board Members**-The Woodlands Township, Woodlands Community Associations

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- **Ryan Gable**- Montgomery County Constable-Elect, Precinct 3
- **Jeff Nelson**-Senator Williams' spokesperson

5. **Public comment;**

The following individuals addressed the Board:

- **Larry Calhoun**-Executive Director of Conroe Industrial Development Corporation, commented about transportation matters
- **Deborah Sargeant**-deferred comments until items 14 and 15 regarding the Development Standards Committee
- **Ronald and Kathy Cashman**-commented about DSC and issues with neighbor's backyard play structure
- **Brian Creighton**-representing Cochran's Crossing Village Association, commented about Township maintenance concerns
- **Damon Palermo**-deferred comments until item 6(h) regarding tax abatement agreement

Note: Director Bass requested that items 6(b), 6(c) and 6(e) be placed on the Regular Agenda for consideration and action at the July 25, 2012 regular Board meeting.

POTENTIAL CONSENT AGENDA:

6. **Receive, consider and act upon the Potential Consent Agenda;**
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)
- 6(a). **Receive, consider and act upon approval of the minutes of the June 21, 2012 Board Workshop, June 22, 2012 Board Planning Session, and June 27, 2012 Regular Meeting of the Board of Directors of The Woodlands Township;**

Vice Chairman Hausman asked the Board to review the minutes. Director Bass noted changes to the June 21, 2012 minutes regarding items 16 and 18. Corrections to the minutes will be made prior to Board action on this item.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

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Note: The following items were discussed together: 6(b), 19 and 21.

6(b). Receive, consider and act upon award of bid for sport field lights at Creekwood Park and Harper's Landing Park;

John Powers, Assistant General Manager of Community Services for The Woodlands Township, provided background information on this item with a recommendation that the Board award the bid to Techline in the amount of \$179,700 for the installation of sports field lights at Harper's Landing and Creekwood Parks and authorize the President/General Manager to execute a Construction Agreement. Mr. Powers informed the Board that the Township would be responsible for some electrical services. Board discussion followed.

It was the decision of the Board to pull this item from the Consent Agenda and place it on the Regular Agenda for consideration and action at the July 25, 2012 regular Board meeting.

21. Receive, consider and act upon award of bid for all-weather turf at sports fields;

John Powers provided introductory comments on this item and then called on Joe DiGeronimo, with DiGeronimo Sports Engineering, to provide background information on this item. Mr. DiGeronimo recommended that the Board award the bid for all-weather turf at sports fields to McAnany Construction, Inc. as the low bidder. Board discussion followed.

Monique Sharp, Assistant General Manager of Finance and Administration for The Woodlands Township, was then called on to answer questions regarding the Capital Projects Fund. Following additional clarification on this item from Mr. DiGeronimo and Mr. Powers, it was recommended that the Board consider the award of bid for this project at the August Board of Directors meeting after the Board has received and considered the 2013 Budget Proposal and Five Year Plan. This will allow the Board adequate budget information to determine the appropriate number of fields to award.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

Following discussion of the above item, Director Bass asked Mr. Powers to clarify information regarding notices sent out by the Development Standard Committee to residents concerning the sports field lighting project at Creekwood Park and Harper's Landing Park. Mr. Powers informed the Board that only one resident from Harper's Landing responded with negative feedback.

19. **Receive, consider and act upon a proposal to provide funding for the Oak Ridge Woodlands Area Little League (ORWALL) as proposed by Director Bass;**

Director Bass presented this item with a proposal that the Board enter into a service agreement with ORWALL for an initial term of five years. Under the service agreement, the Township would provide funding in the amount of \$75,000 with the condition that ORWALL's territory be expanded to include the Village of Creekside Park. Board discussion followed with Director Long expressing that this item should first run through the budget process before any action is taken. Director Bass requested that this item not be regarded as a Director Bass proposal, but rather a decision of the Board. Additional Board discussion and clarification on this item followed.

It was the Board's decision to discuss this item during the budget process. This item will be placed on the Consent Agenda at the July 25, 2012 regular Board meeting for deferral until August 2012.

6(c). **Receive, consider and act upon an interlocal agreement with the Montgomery County Hospital District and the City of Conroe regarding acceptance of communication interface equipment;**

Fire Chief Alan Benson presented background information on this item with a recommendation that the Board approve the interlocal agreement between The Woodlands Township, Montgomery County Hospital District and the City of Conroe for purchase, license, and operation of radio equipment. Board discussion followed with a request that the Board be provided supporting documentation regarding funding disclosure and grant award documents.

The earlier request by Director Bass to place this item on the Regular Agenda at the July 25, 2012 regular Board meeting was dismissed. This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

Note: At this point, Vice Chairman Hausman requested a motion and second to move Briefing Item 8(e) up on the agenda.

Motion by: Mike Bass moved to receive and consider Briefing Item 8 at this time.

Second by: Jeff Long

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		

Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

8. Receive and consider a presentation by South County YMCA (Briefing Item 8);

Vice Chairman Hausman called on Mark Cochran, Executive Director of South Montgomery County YMCA, to make a presentation to the Board. Mr. Cochran began by acknowledging members of the YMCA Board of Directors in attendance and then several Outreach Camp participants made brief presentations on responsibility, respect, honesty and faith. Mr. Brody Dickson, YMCA Outreach Camp Director, Ethan Collins, with Faith Bible Church, and parents also addressed the Board.

Mr. Cochran then gave a PowerPoint presentation on the YMCA's Mission Statement and also highlighted some of the many programs provided by South Montgomery County YMCA. The funding request from the YMCA is for \$50,000. Board discussion followed.

6(d). Receive, consider and act upon approval of consulting services to improve the Insurance Service Office (ISO) rating for The Woodlands Fire Department;

Fire Chief Alan Benson presented background information on this item with a recommendation that the Board approve consultant services in the amount of \$13,000 to utilize Pietsch Consulting Services for ISO evaluation-Phase I and further authorize the Fire Chief to execute the service agreement in connection therewith. Board discussion followed.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

6(e). Receive, consider and act upon approval of a reforestation specification review;

Prior to staff's presentation, Director Bunch proposed that deforestation be accelerated before reforestation efforts take place. John Powers then provided an overview of this item and referred the Board to the revised reforestation specifications in their meeting packet. Mr. Powers recommended that some level of reforestation at some point in time take place and noted that timing is key. Board discussion followed.

It was the decision of the Board to pull this item from the Consent Agenda and place it on the Regular Agenda for consideration and action at the July 25, 2012 regular Board meeting.

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6(f). Receive, consider and act upon an extension to the 2012 swimming pool schedule;

John Powers presented background information on this item with a recommendation that the Board extend the regular pool season by one week. Board discussion followed.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

6(g). Receive, consider and act upon approval of an amended agreement with American Business Machines regarding a leased copier;

William Pham, IT Director for The Woodlands Township, presented background information on this item with a recommendation that the Board approve the lease agreement with American Business Machines and authorize the President/General Manager to execute the agreement. Board discussion followed.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

6(h). Receive, consider and act upon an amendment to the tax abatement agreement with JD Warmack/Repsol to correct the property description;

Vice Chairman Hausman called on Mike Page, legal counsel for The Woodlands Township, to present this item. Mr. Page informed the Board of three changes to the tax abatement agreement with JD Wormack/Repsol: (1) a correction to the legal description of the property, (2) adjustment to the tax account number and (3) adjustment to the non abated value of the reduced amount of land. Mr. Page noted that Montgomery County made these changes in June to the tax abatement agreement they have with the owners. Mr. Page then recommended that the Board conform to the County's action by paralleling the above corrections to the Township's tax abatement agreement with JD Wormack/Repsol. Board discussion followed.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

Note: Don Norrell, President/General Manager for The Woodlands Township, asked the Chair to confirm that items 6(b), 19 and 21 will be placed on the Consent Agenda for the July 25, 2012 regular Board meeting. Vice Chairman Hausman also confirmed that item 6(e) had been pulled from the

Consent Agenda and will be placed on the Regular Agenda for consideration and action at the July 25, 2012 regular Board meeting.

7. **BRIEFINGS:**

8. **Receive and consider presentations by outside organizations requesting 2013 budget funding;**

The following outside organizations made presentations to the Board requesting 2013 budget funding. The presenters also provided the Board with information on how the funds will be used. Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, was asked to provide information to the Board regarding the level of funding requested by the entities listed below.

- **Montgomery County Constable's Office:** Ryan Gable, Montgomery County Commissioner-Elect, Precinct 3 and Chief Deputy, Precinct 3, Jeff McLaughlin came before the Board to request funding in the amount of \$115,000 to support additional staff.
- **Montgomery County Justice of the Peace (JP), Precinct 3:** Judge Edie Connelly was unable to attend today's meeting. The JP's office requests funding in the amount of \$52,700 to support additional staff.
- **The Friendship Center:** Ms. Anna Croghan, Executive Director for The Friendship Center came before the Board to request funding in the amount \$47,500 to be used for transportation services.
- **Interfaith:** Dr. Ann Snyder, President/CEO of The Friendship Center came before the Board to request funding in the amount of \$50,000 to be used for transportation services and covenant related matters.

Board discussion followed. The above funding requests will be discussed during the budget process.

9. **Receive and consider a presentation from The Woodlands Land Development Company regarding Town Center and park and pathway 2013 proposed projects;**

John Powers presented background information on this item and then introduced Robert Heineman and Bob Bruce with The Woodlands Land Development. Mr. Heineman and Mr. Bruce made PowerPoint presentations regarding proposed 2013 Park and Pathway projects as well as Town Center Streetscape projects. Board discussion followed the presentations.

This item was for information sharing only.

10. Receive and consider a presentation from San Jacinto River Authority (SJRA) regarding the project and overview communication plan for the Groundwater Reduction Plan;

Vice Chairman Hausman called on John Powers to introduce Mark Smith with the San Jacinto River Authority (SJRA). Following introductory comments, Mr. Smith provided a little history for new Board members and then updated the Board on the SJRA's Groundwater Reduction Plan. The plan is to build a water treatment plant at Lake Conroe with over fifty miles of transmission line to distribute water to seventeen existing water plants that will then distribute water through existing water systems. Mr. Smith informed the Board that the project is on schedule and within budget. Groundbreaking on the plant is set to begin on July 31, 2012 with a projected completion date of May 2015.

Mr. Smith then discussed SJRA's communication plan. The goal of the plan is to keep the public informed as much as possible so that no surprises occur and construction impacts are kept to a minimum. Mr. Smith reviewed various ways that SJRA is getting the word out on the project such as: providing a call center number, distributing print and electronic materials, using electronic media, attending meetings, attending events and training, attending HOA and POA meetings, and using publications/ newsletters to inform and update the public. Following Mr. Smith's presentation, there was an opportunity for the Board to ask questions and make comments.

11. Receive and consider a presentation from The Goodman Corporation regarding public transportation;

Don Norrell, President/General Manager of The Woodlands Township, provided background information on this item and then introduced the Township's transportation consultants Barry Goodman and Bryan Brown with The Goodman Corporation. Mr. Goodman began his presentation with background information on himself and a history on the evolution of public transportation in The Woodlands area.

The Board was provided information on projected changes in funding of existing and future public transit within The Woodlands that was caused by the 2010 U.S. Census designating The Woodlands as a Large Urban Zone Area. Additional information on this item was provided in a Memorandum that was prepared by Mr. Goodman along with recommendations including adoption of a Resolution in Support of The Houston-Galveston Area Council Transportation Policy Council maintaining previously approved and/or unobligated Federal Transit Administration Small Urban Section 5307 funding and previously approved congestion mitigation and air quality funding for utilization to support transit improvements and operation within the Conroe/Woodlands Urbanized Area. Board discussion followed.

Following Board discussion, it was the decision of the Board to have a special meeting on July 25, 2012 at 4:00 p.m. to further discuss this item and come up with a plan of action as well as adopt a resolution in connection therewith.

12. Receive and consider a quarterly update from The Woodlands Convention and Visitors Bureau;

This item was postponed until the July 25, 2012 regular Board meeting.

13. REGULAR AGENDA:

14. Receive, consider and act upon appointments to the Development Standard Committee (DSC);

Vice Chairman Hausman informed the Board that DSC candidate, Katherine “Kate” Yoklavich, was in attendance at the meeting but had to leave before she could address the Board regarding her qualifications and interest in serving on the DSC.

John Powers was then called on provide information on this item. Mr. Powers recommended that the Board approve four members from the applications received and approve the appointments of the three candidates selected by The Woodlands Development Company to the DSC to serve August 1, 2012 through June 30, 2013, or until successors are assigned.

Following Mr. Powers’ comments, the Chair called on Deborah Sargeant to address the Board. Ms. Sargeant asked that the Board reappoint the current members to the DSC Board. Board discussion followed.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

15. Receive, consider and act upon a presentation regarding the relationship between The Woodlands Township and the Development Standards Committee (DSC);

John Powers informed the Board that legal counsel, Bret Strong, had previously made a presentation on this item, but was available to address any questions or concerns from the Board. Mr. Powers also informed the Board that Director Bass submitted a proposal on this item.

Deborah Sargeant then provided Public Comment. Ms. Sargeant provided an update to the Board on what the DSC is doing which included:

- Started an internal procedures process to prepare documents and define terminology
- Held first public forum regarding signs in residential yards
- Continued to hold joint RDRC, DRC and DSC meetings
- Approved a residential yard sign standard—Requested that staff, in conjunction with legal counsel, draft a revision to the Residential Development Standards to allow one yard sign focusing on regulations regarding size, location, duration and design, including color. Signs will

need to go through an application process and action through the Plan Review Committee or its designee.

Board discussion followed. Director Bass proposed that the DSC look at what it does and use some of the best practices used by the Township Board. Mr. Bass suggested that the DSC consider the following:

- Publish the full agenda of the DSC, not just a summary
- Publish all documents to be discussed during a meeting
- Broaden the scope of public notices regarding impending new construction, improvements and variances
- Make greater use of Public Hearings to obtain feedback regarding changes to the Standards and approval of new commercial development
- Seek greater input from the elected RDRCs in regard to revisions to the Residential Standards, including creation and changes to neighborhood criteria

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

16. Receive, consider and act upon a plan to encourage communication between Village Representative and The Woodlands Convention and Visitors Bureau (CVB) Board of Directors;

Don Norrell called on Director Blair to present this item. Director Blair commented that it is an excellent idea to include village representation at CVB meetings. In order to encourage village involvement at CVB meetings, Director Blair suggested that the CVB invite Village Association members or their designee (liaison) to attend CVB meetings.

This item was for information sharing.

17. Receive, consider and act upon a recommendation to the Members of The Woodlands Convention and Visitors Bureau (CVB) as to the Board of Directors' positions of The Woodlands Convention and Visitors Bureau;

Director Blair provided comments on this item under the previous item and expressed that the current structure of the CVB Board should remain as is. Director Bass then presented a proposal that included having Don Norrell remain on the CVB Board as an Ad Hoc member, adding a commercial entity—The Woodlands Mall, and adding two residential members namely, John Risher and a Village Association appointee.

Vice Chairman Hausman called on Bret Strong, legal counsel for The Woodlands Township, to provide clarification on this item. Mr. Strong commented that the CVB membership is currently made up of the three members that are appointed by the Township Board and then these three members elect the remaining four member positions. The Township Board only makes a recommendation to the members of the CVB Board as to the Board of Directors' positions. Mr. Strong cautioned the Township Board to be careful in its recommendations of members since the CVB is a separate 501c(6) organization with a designated purpose. Board discussion followed.

This item will be brought forward to the July 25, 2012 regular meeting for consideration and action under the Regular Agenda.

18. Receive, consider and act upon acceptance of the Capital Reserves Report:

Monique Sharp, shared with the Board that the Capital Reserve Report is not available. Due to setbacks, Ms. Sharp recommended that a Request for Proposals be sent to three companies so that work on this project can be completed within the next couple of months.

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

20. Receive, consider and act upon a 2012 budget amendment for tree removal:

John Powers provided background information on this item with a recommendation that the Board approve a 2012 budget amendment for tree removal by amending the following line items that were reviewed by Monique Sharp:

- \$ 772,640 increase **Tree Removal** for expenditures related to 2011 drought
- \$ 132,760 increase **Tree Removal** for expenditures related to June 2012 storm
- \$ 50,000 increase **Tree Removal** to provide contingency for remainder of year
- \$(280,000) decrease **Forestry**
- \$(100,000) defer **Capital Project for Water Trucks** until 2013
- \$(100,000) defer **Capital Project for Neighborhood Entry Irrigation** until 2013
- \$(250,000) transfer funds budgeted for **Contingency Expense** to Tree Removal
- \$(103,700) transfer savings in **Contracted Park & Pathway Maintenance** to Tree Removal
- \$(63,700) transfer funds budgeted for **I-45 Beautification Program** to Tree Removal
- \$(50,000) transfer funds budgeted for **Economic Development Consulting** to Tree Removal

This item will be brought forward to the July 25, 2012 regular Board meeting for consideration and action on the Regular Agenda.

22. Receive, consider and act upon a transportation action plan recommended by The Goodman Corporation;

Information on this item was presented under Briefing Item # 11. It was the decision of the Board to hold a Special Board meeting on July 25, 2012 at 4:00 p.m. to discuss this item in more detail and take action on it at that time.

23. Receive, consider and act upon a Resolution in Support of The Houston-Galveston Area Council Transportation Policy Council maintaining previously approved and/or unobligated Federal Transit Administration Small Urban Section 5307 funding and previously approved congestion mitigation and air quality funding for utilization to support transit improvements and operation within the Conroe/Woodlands Urbanized Area;

Information on this item was presented under Briefing Item #11. It was the decision of the Board to hold a Special Board meeting on July 25, 2012 at 4:00 p.m. The Board will consider and act upon this item at that time.

CLOSED MEETING (if applicable):

24. Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;

Vice Chairman Hausman informed the Board that there was no need for Executive Session.

25. Reconvene in Public Session;

There was no need to reconvene in Public Session.

26. ADMINISTRATIVE REPORTS:

27. Community Policing:

Marian Leck, Director of Law Enforcement Services for The Woodlands Township, reported that the two new deputies assigned to the Village of Creekside Park in Harris County are doing a great job. Hap,

canine, was deployed eleven times in June and three narcotics arrests resulted, no major incidents reported during 4th of July.

28. Community Services :

John Powers referred the Board to a written report found in their Board packet.

29. The Woodlands Convention & Visitors Bureau;

A report will be presented at the July 25, 2012 regular Board meeting.

30. The Woodlands Fire Department;

Fire Chief Alan Benson reported that there were no fireworks related incidents, Central Fire Station construction is on schedule and on budget, six simultaneous fire alarms occurred on July 17, 2012 within a fifty minute period and thirty-one emergency calls were received. Chief Benson commented that the Fire Department relied on its Mutual Aid Partners to help with all the fire alarms.

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

31. Consideration of items to be placed on the agenda for next month's meeting;

There were no items requested for placement on the August 2012 workshop agenda.

32. Board announcements;

There were no announcements.

33. Public comment, and;

Jeff Nelson with Senator Williams' office informed the Board that a request has been made that the Governor hold off on making a decision regarding the designated primary recipient of transportation funds until interlocal agreements are in place.

34. Adjournment

Motion by: Gordy Bunch moved to adjourn the meeting at 12:16 p.m.
Second by: Nelda Luce Blair.

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		



Ed Robb

Ed Robb
Secretary, Board of Director